

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">(Reissue)VACANCY ANNOUNCEMENT</h2>		広報番号 : Announcement No.	FEC-FM15-04-05(R)
		募集締切日: Closing Date	9 Sep 05
		発行日: Date of Issue	1 Sep 05
		1.職種名 Job title (等級 Grade <u>6</u> / 語学等級 LAD <u>3</u>) <div style="text-align: center;">Budget Analyst, #21 (予算分析職)</div> <p style="text-align: center;">受諾可能な下位等級 Acceptable Trainee Level: 1-5</p> <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>	
2.部隊 Activity Naval Facilities Engineering Command, Far East Financial Management Department (FM15), Business Operation Division, O&MN Funds Branch (FM152.1) 勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka		募集人数 No. of Recruitment <div style="text-align: center; font-size: 1.5em;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon - Fri 勤務時間・休憩 Work Hours/Recess Period: 0800 – 1645/1200 - 1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> ヵ月 Months)	
6.職務内容 Duties <div style="text-align: center; font-size: 1.2em;">See attached for detailed duties.</div>			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized work experience, master's degree in a related field may qualify him/her at 1-6 level. b. Knowledge of concepts, principles, and regulations of budget, financial management, and contract administration. c. Knowledge of methods and procedure used in the double entry bookkeeping. d. Skill in formulating and, presenting budget estimates and executing approved budget. e. Skill in operating personal computer with knowledge of advanced function of Microsoft Office such as Excel, Power Point, Word and Access. f. Ability to speak, read and write English at fluent proficiency level (LAD-3). g. Ability to prepare and analyze financial reports such as monthly cost/revenue report. *An applicant who does not fully meet the qualification requirement stated above may be considered at a lower grade level as below. 1-5: One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. *A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : N/A	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 Office NAVFAC FE, MS 132, てがわ / たなか ☎046-816-7462 / 7275	〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 COMNAVFJORJAPAN, Human Resources Office (HRO) MLC/IHA Employment Office (N131D) 直通 046-816-8152 (内線/Extension) 243-8152	PD No.: FEC-FM152.1-004 PD is accurate and current. Certified by Activity: mt HRO: ah8/12 ms 8/12

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

Task List

1. Accountable Officer: As a designated fiduciary agent, the incumbent performs the funds validation function of funds received at all local ROICCs in Japan, Korea and Diego Garcia under NAVFAC FE from various Navy, DoD and non-DoD customer activities. Ensures financial documents received (e.g., Military Inter-Departmental Purchase Request (DD 448), Order for Work and Services (NAVCOMPT 2275), Request for Contractual Procurement (NAVCOMPT 2276), etc.) are proper for the services and/or materials requested and in compliance with government statutes, DoD, DON, CMC, etc., policy and regulations before providing Obligation Authorities (OA) approval. Verifies the propriety and validity of the fiscal year of funds cited on the funding documents, the accounting classification, the actual availability of funds for obligation and expenditure purposes, and ensures compliance with applicable DoD regulations, policies and procedures. Ensures propriety of Supervision, Inspection and Overhead (SIOH) rates and SIOH funding in support of the corresponding contractual actions; and provides policy guidance on funding improprieties. Interprets accounting and policy guidance from higher authority and provides implementation guidance to ROICCs under NAVFAC FE. Provide Commander, NAVFAC Pacific with reasonable assurance that transactions are properly recorded and accounted for to permit the preparation of reliable financial statements and to maintain accountability over assets. Signs electronically built/processed OAs on the Facilities Information System, executing their responsibility for ensuring the proper assignment of funding on an obligation document before the obligation is incurred. Provide reliable information to certifying officers for them to use to certify payments. Responsible for ensuring a system of internal control is in place to minimize opportunity for erroneous payments, complying with all applicable DoD regulations and other guidance, and providing timely response to inquiries initiated by Reviewing Official. The incumbent is pecuniary liable for erroneous payments to the extent that such payments resulted from professional negligence on their part. Coordinates distribution of listings provided by NAVFAC Pacific for validation reviews of outstanding commitments, unliquidated obligations, and available balances. (60%)
2. Budget Formulation & Execution: Participates in the formulation work involving preparation of annual and multi-year budget projections for Operating Targets (OPTARs) and Resource Allocation Plan (RAP) funded by Operation and Maintenance, Navy (O&MN) funds for NAVFAC FE. In addition, participates in the execution of O&MN funds to take all necessary actions to optimize allocation/sub-allocation of OPTARs within NAVFAC FE in a timely manner for effective and efficient control and execution of the funds. (25%)
3. Section Leader: Performs in the capacity of team leader of the O&MN Operations Branch providing necessary guidance/assistance/training to three (3) MLC employees, i.e., one (1) Budget Analyst #21-6, one (1) Program Analyst #166-6, and one (1) Program Analyst #341-5 and assures that the section is performing within the published guidelines of the DoD/Navy/NAVFAC financial regulations/manuals/instructions. Administers the personnel and timekeeping matter of these employees. (15%)

Performs other related or incidental duties as assigned.